



## Highlands Homeowners Association Lakes and Trails Committee Charter, Areas of Responsibility and Scope of Work

9/7/23

### COMMITTEE TERMS:

The Lakes and Trails Committee shall have an odd number of members, for voting purposes. The committee will recommend one Committee Chair for HOA Board approval. The Committee Chair shall have a term of no more than 3 years, with a Committee majority vote and HOA Board approval required for a 'new' Chairperson at the end of those 3 years. There are no committee term limits and the same Chairperson may serve other terms, but only after a committee vote and Board approval. The Committee is staffed by neighborhood volunteers in good standing with the HOA. The number of volunteers will vary depending on the needs and responsibilities of the Committee. New members will be selected from nominations by the present Committee members.

### AREAS OF RESPONSIBILITIES:

- Walking trail running from the Tot Lot and terminating at Seaview Dr.
- Paved walking trail at Lake Margaret running from Killycrom Dr. East along Woodpecker turning South on Cattail and terminating around Killbevan Drive.
- Paved trail for walking, bikes, and golf carts at Glen Kilchurn Dr. terminating at Glen Kilchurn Terrace.
- Nature trail in Sundial Farms running along Swift Creek from Amara Drive South to the Pond. Includes five bridges and no "official" entrance area. At this time this trail is the **responsibility** of the Developer and not been deeded to the HOA. Once deeded over to HOA this property will be included in Committee responsibilities.
- Highland's Lake on Highland Glen Drive includes a boat ramp and parking lot, part of which is on an easement on Lot #1 off Finstown Lane, a dam and spillway with access off Lot #17 on Burray Road, and a Gazebo in the lake off the 8400 Highland Glen Drive property.
- Lake Margaret, with easement access to the dam, spill way and boat ramp off Lake Margaret Terrace Lot# 45. At this time this property is the responsibility of the Developer and not deeded to the HOA. Once deeded over to HOA this property will be included in Committee responsibilities.
- **All boat docks in both lakes are owned by the property owners whose land abuts the lake. Maintenance of these is the responsibility of the resident.**

### SCOPE OF WORK:

- The activities and expenditures of the Committee are presented to the HOA Board for approval prior to execution. Action plans are developed by the



Committee with input from residents, proactive audits by Committee members of the assets' conditions, and items outlined in the current Capital Reserve document. All Action plan items, following Board approval, will be executed by resources selected by ACS West, including all payments and financial accounting.

- The Committee will frequently and fully report actions taken to the HOA Board during regularly scheduled Board meetings. This report will also be posted on the Highlands Community web site for easy access by our residents.
- Immediate communications with ACS West shall be required for all items deemed an emergency in nature which may involve the health, safety, and welfare of our residents.
- Monitors the Chesterfield County's comprehensive trail system through infrequent contacts to be alert of any changes being made that might impact our trails, especially the trail along Swift Creek.